



TOWN OF ELIZABETH

TOWN OF ELIZABETH

JOINT WORKSHOP WITH THE HISTORIC ADVISORY BOARD – 6:00 pm

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, February 13, 2024, at 7:00 PM

Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing only access.

<https://us02web.zoom.us/j/86151435910?pwd=aW1XRldUd1NNdHVtbzNOV3hWVGxWdz09>

Join via phone at 1 669 900 9128 Meeting ID: 861 5143 5910

Meeting Passcode: 205869

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand, state your name, and then address the Board. Your comments will be limited to 3 minutes. The Board of Trustees may not respond to your comments during this meeting, rather they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff or Employees will not be recognized. Thank You.

AGENDA CHANGES

CONSENT AGENDA

1. Minutes of the Regular Meeting of January 23, 2024, at 7:00 p.m.

NEW BUSINESS

2. Discussion and possible action on Resolution 24R09, a Resolution ratifying the Appointment of Tammy Payne as Mayor – Michelle Oeser
3. Swearing in of the New Mayor by the Town Clerk– Michelle Oeser
4. STARS sponsorship request – Patrick Davidson
5. Elizabeth Stampede Rodeo Board – Patrick Davidson

- [6.](#) Discussion and possible action regarding the appointment of Cynthia Thye to the Planning Commission as a voting member with a term through 12/31/2027 – Zach Higgins
- [7.](#) Interview Trustee Candidates – Michelle Oeser
8. Discussion and possible appointment of new Trustee with a term through November 5, 2024 – Michelle Oeser
- [9.](#) Discussion and possible action on Resolution 24R10, a Resolution to amend and designate “No Parking” Zones in the Town of Elizabeth from November 1st to May 1st of each year – Mike DeVol

MANAGEMENT MONITORING REPORTS

- [10.](#) Management Monitoring Reports

BOARD OF TRUSTEES REPORTS

STUDENT LIAISON REPORT

- [11.](#) Student Liaison Report – Shaye Lovato

MINUTES

- [12.](#) Minutes of the Main Street Board of Directors December 11, 2023

ADJOURNMENT

MEETING PROTOCOL AND STANDARDS OF CONDUCT

Public Participation

Public comment is encouraged and will be listed as an agenda item at every regular Board meeting.

Each individual wishing to be heard during the public comment period will be given up to three (3) minutes to make a comment.

The public comment period will not be used to make political endorsements or for political campaign purposes.

Questions from the Board will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for listening to the comments of citizens without taking any formal action.

The Board may direct the Town Administrator to provide information requested by a speaker during the public comment period.

Speakers are not allowed to make belligerent, accusatory, impertinent, slanderous, threatening, abusive, or disparaging comments.

The Mayor may elect to defer public comment on a specific issue that appears on the regular agenda until that specific item is addressed.

The Mayor may call for order when sidebar conversations occur in the audience. Those conversations are distracting from the Board addressing the topics at hand.

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further participation at that meeting or removed from the Board Chambers pursuant to the Elizabeth Municipal Code and Colorado Revised Statutes.



Board of Trustees – Record of Proceedings

January 23, 2024

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, January 23, 2024, at 7:04 p.m. by Mayor Pro Tem Linda Secrist.

ROLL CALL

Present were Mayor Pro Tem Linda Secrist, and Trustees Tammy Payne, Loren Einspahr, Joe Belongia, Barb McGinn, and Marianne Mayer Opl. There was a quorum to do business.

Also, present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Community Development Director Zach Higgins, Assistant Public Works Director James McErnie, Police Chief Jeff Engel, and Attorney Corey Hoffmann. Student Liaison Shaye Lavato was absent.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Secrist led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

Angela Ternus – Town of Elizabeth Resident

Paul Schwarzkopf – Town of Elizabeth Resident

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of January 9, 2024

Motion by Trustee Belongia, seconded by Trustee Einspahr, to accept the Consent Agenda as presented.

The vote of those Trustees present was 6 in favor and 0 opposed. Motion passed unanimously.

NEW BUSINESS

2. Discussion and direction on open Board seat



Mr. Davidson and Mr. Hoffman provided a Staff report.

Motion by Trustee Einspahr, seconded by Trustee McGinn, to appoint Tammy Payne as Mayor. The vote of those Trustees present was 6 in favor and 0 opposed. Motion passed unanimously.

MANAGEMENT REPORTS

- Town Administrator Patrick Davidson
 - Mr. Davidson reminded the Board of the scheduled vision workshop to be held on Saturday, February 10th.
- Chief of Police Jeff Engel
 - Chief Engel stated he attended the County Sheriff's Conference last week.
 - Chief Engel gave an overview of the training he attended at the conference.
 - Chief Engel said that the Police Department has implemented the CORDICO program offered through CIRSA.
 - Community Service Officer Jenny Case has completed a weeklong training.
 - Officer Allen has resigned from the police department.
 - Interviews for new Police Officers will be held tomorrow.
 - The Police Department will be transitioning to 12-hour shifts.
 - New police uniforms have been ordered.
 - The Police Department will be transitioning to a new arrest control system.
 - On February 7th the Elizabeth Police Department will be hosting a practical search and seizer training.
 - Chief Engel asked the Board to let him know if there was anything they would like him to change in how information is presented to them.
- Community Development Director Zach Higgins
 - Mr. Higgins let the Board know there is a meeting scheduled with CORE Engineering to work through issues and move forward in working together.
 - In the future, the Planning Commission will be providing recommendations to the Board for code updates.
 - The Historic Advisory Board is looking for a website to host oral histories.
 - Mr. Higgins said that Staff will be submitting for the OEDIT Community Business Preservation Program Grant.
 - The Town is working with Elizabeth Parks and Recreation and the Elizabeth School District on a GOCO Grant to finalize an Open Space and Transit Master Plan.



- Members of the Historic Advisory Board and the Main Street Board of Directors will be attending the Main Street Now Conference in Boulder.
- Assistant Public Works Director James McErnie
 - A new Street and Parks employee has been hired and will start on Monday.
 - Trustee Belongia thanked Public Works Staff for all the street cleaning and snow clearing.
 - Mayor appointed Payne thanked the Public Works Staff for snow removal.
 - Mayor appointed Payne inquired about residents removing snow with ATV's.
- Town Clerk Michelle Oeser
 - Ms. Oeser told the Board that Hannah finished a two-day grant training.
 - Ms. Oeser let the Board know that four baby changing tables would be purchased to be installed in the restrooms at the Police Department and Town Hall.

BOARD OF TRUSTEE REPORTS

- No reports.

STUDENT LIAISON REPORT

- Student Liaison Shaye Lavato was not present.

MINUTES

6. Minutes of the Historic Advisory Board Meeting of July 17, 2023
7. Minutes of the Historic Advisory Board Meeting of December 4, 2023

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Trustee Belongia, to adjourn the meeting at 7:45 p.m. The vote of those Trustees present was unanimously in favor. Motion carried.

Town Clerk Michelle Oeser

Mayor Tammy Payne

RESOLUTION 24R09

A RESOLUTION RATIFYING THE APPOINTMENT OF TAMMY PAYNE AS MAYOR

WHEREAS, at the regular meeting of the Board of Trustees on January 23, 2024, the Board of Trustees determined to appoint Tammy Payne as the Mayor of the Town, replacing former Mayor Nick Snively based on Mr. Snively’s resignation;

WHEREAS, the agenda for the January 23, 2024 meeting stated that the agenda item regarding the mayoral vacancy was for “Discussion and direction on open Board seat.”; and

WHEREAS, the Board of Trustees desires to formally ratify the appointment of Tammy Payne as Mayor through the passage of this Resolution.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. Pursuant to C.R.S. § 31-4-303(1), the Board of Trustees hereby ratifies the appointment of Tammy Payne as Mayor of the Town of Elizabeth, such appointment to cause Ms. Payne to serve as Mayor until the next regular election.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2024, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Linda Secrist, Mayor Pro Tem

ATTEST

Michelle M. Oeser, Town Clerk

OATH OF OFFICE

**STATE OF COLORADO
ELBERT COUNTY
TOWN OF ELIZABETH**

I, Tammy Payne, do solemnly, sincerely, and truly declare and affirm that I will support and defend the Constitution of the United States of America and of the State of Colorado and the ordinances, laws, and regulations of the Town of Elizabeth, and will faithfully perform the duties of the office of Mayor I am about to enter into, to the best of my ability.

Signature

Subscribed and affirmed to before me this 13th day of February 2024.

Michelle M. Oeser, Town Clerk, Town of Elizabeth, Colorado





TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: January 29, 2024
SUBJECT: STARS Sponsorship Request

BACKGROUND

In 1998 the Elizabeth Education Foundation began the STARS program. STARS stands for Students Taking Accountability and Responsibility Seriously. The fundamental purpose of the program is to honor and recognize outstanding students in the community. As a means of recognizing these students, a banquet is held annually. For 2024 the banquet will be held at Elizabeth High School, on Saturday, April 6th, beginning at 7:00PM.

ANALYSIS

The Town of Elizabeth, traditionally, has provided financial support for the STARS banquet.

STAFF RECOMMENDATION

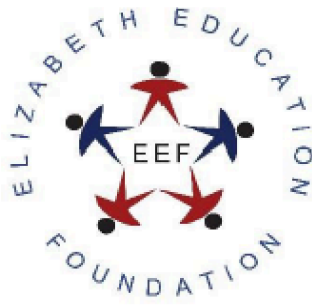
Staff supports the sponsorship request.

BUDGET CONSIDERATION

The Town has historically sponsored the STARS banquet. The 2024 budget anticipated the expenditure of \$500.00 to be a Gold Sponsor of the event. The funds are properly budgeted and allocated, subject to consensus of the Board of Trustees.

ATTACHMENT(S)

February 21, 2024, Letter from the Elizabeth Education Foundation Seeking Sponsorship



February 21, 2023

Dear Valued Business Member and Education Supporter,

Please help us support the next generation of leaders by sponsoring the STARS program! In 1998, the Elizabeth Education Foundation (EEF) began the STARS (Students Taking Accountability and Responsibility Seriously) banquet to recognize outstanding students in the Elizabeth School District. Faculty members nominate 50 students in grades 5-12 for their commitment to our community.

Students may only receive this prestigious honor once. Nominees are honored at an invitation-only banquet where they receive their award. **Our banquet hosts 240 people annually.**

This year's banquet will take place **7 p.m., April 6th**, at Elizabeth High School.

The Elizabeth Education Foundation is a 501(c)(3) nonprofit organization which provides teacher grants, senior scholarships, and STARS awards. All donations are tax deductible.

STARS Platinum Sponsor- \$1,000 or more

The highest sponsorship level includes the sponsor's name and logo featured in the STARS video presentation and program, on the EEF website and table cards at the STARS banquet. In addition, the sponsor's name and logo will be included in the news release, and you and a guest are invited to the STARS banquet.

STARS Gold Sponsor- \$500

Sponsor's name & logo will be featured in the STARS video presentation, program & table cards at the STARS banquet. In addition, you and a guest are invited to the STARS banquet.

STARS Silver Sponsor - \$250

Sponsor's name will be featured in the program and on table cards at the STARS banquet.

In-kind Donation – items to be used as door prizes for students.

Donor's name will be featured in the program.

Sponsorships must be submitted no later than **March 17, 2023**. Donations can be made via PayPal or check, payable to the Elizabeth Education Foundation and mailed to the address below.

Donations can also be submitted online at <https://elizabethef.org/donate>.

For more information on the Elizabeth Education Foundation, and other opportunities to engage with us, please visit our website at elizabethef.org.

THANK YOU FOR SUPPORTING EDUCATIONAL EXCELLENCE IN ELIZABETH!



TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Community Development Director
DATE: February 08, 2024
SUBJECT: Planning Commission Candidate

SUMMARY

The Town has received one application for a voting member Planning Commission opening. Cynthia Thye has applied to fill a vacancy on the Planning Commission as a voting representative. The term for this seat is through December 31, 2027.

Planning Commission Candidate Questions

The questions are based on the following: experience with land use and development, open mindedness (not concerned on just one issues), demonstration of good ethical behavior, detail oriented, commitment to community service, and speaking/ interpersonal skills.

1. Please tell us about yourself.
2. Please explain how your skillset and experience will contribute toward the duties of the Planning Commission.
3. The ideal candidate is open minded when it comes to Planning Commission business and is not solely concerned about one issue. Will you tell us how this does or does not describe you?
4. It is important that members of the Planning Commission demonstrate good ethical behavior. Please tell us how you currently demonstrate good ethical behavior and would apply that to the Planning Commission if appointed.
5. It is important that members of the Planning Commission be detail oriented. Are you detail oriented? If so, please provide an example.
6. The ideal Planning Commission candidate has a commitment to community service. Please tell us about your commitment to community service.
7. The Planning Commission role requires frequent interaction and communication with Staff, developers, and members of the public. That said, good interpersonal and speaking skills are pertinent to the position. Please tell us how you've demonstrated good speaking and interpersonal skills in the past.

ATTACHMENT(S)

Resume/Letter of Interest

Elizabeth, CO 80107
February 6, 2024

Zach Higgins, Community Development Director
Town of Elizabeth - Town Hall
151 S. Banner
Elizabeth, CO 80107

RE: Cynthia Liston Thye – Letter of Interest for Town of Elizabeth Planning Commission Vacancy

Dear Mr. Higgins:

This is to express my interest in serving on the Town of Elizabeth Planning Commission. I have been a resident of the Town of Elizabeth since May 6, 2022, and presently own and operate a fine art business.

I believe my broad professional background uniquely qualifies me for this position. I have over 10 years of high-level administrative experience in economic development and commercial lending. I have over two years of experience teaching. I have also flipped six Colorado houses and am familiar with zoning and building codes. In terms of education, I have earned a Master of Public Administration degree with a perfect 4.0 grade point and have one year of graduate study in Community and Regional Planning (27 hours) with a 3.75 GPA. I am an intelligent person and a quick learner that would be a very productive Planning Commissioner for the Town of Elizabeth in a very short time.

Please find attached my resume. I earnestly welcome the opportunity to pursue this position. I appreciate your consideration as you are searching to fill the current Planning Commission vacancy and look forward to our meeting tomorrow.

Sincerely,

Cynthia Thye

Cynthia Liston Thye
Cell:
E-mail:



CYNTHIA LISTON THYE

◆ Elizabeth, CO 80107 ◆ E-mail:

◀ CAREER OBJECTIVE ▶

To be appointed to the Town of Elizabeth Planning Commission utilizing my 10 + years of public administration and professional experience to assist the Town of Elizabeth achieve its community development goals.

◀ ACHIEVEMENTS AND QUALIFICATIONS ▶

- Purchased, remodelled, and flipped six houses in Colorado for significant profit.
- Fine Artist and recipient of Best of Parker Artists Guild Honorable Mention Award
- Over two years commercial lending and credit analyst experience.
- Over ten years of government administration experience.
- Excellent computer skills in Microsoft Office; and proficient in CivicPlus web design & admin.
- Strong work ethic and effective ties to the community.
- Certified Economic Development Finance Professional.
- Master of Public Administration degree with a perfect 4.0 GPA.

◀ WORK EXPERIENCE ▶

ECONOMIC DEVELOPMENT MANAGER & PUBLIC INFORMATION OFFICER, Elbert County Government – 2022 to 2023
Kiowa, CO 80117

Generate and develop new business attraction leads for the region through outreach strategies and relationship building including weekly outreach calls and meetings with community partners at local, State, and Federal levels. Educate and assist business clients on regional economic development programs and opportunities. Respond to Request for Proposals. Maintain client relationship database. Identify sites available for business attraction/relocation. Oversee complaints and resolutions for Planning and Building Departments to ensure customer satisfaction. Compose/present reports for internal and external uses. Serve as backup Public Information Officer for the County.

TEACHER & MENTOR, Denver Street School – 2015 to 2019
Lakewood, CO 80214

Part-time teacher, mentor, field trip chaperon for middle and high school adolescent females rescued from sex trafficking in the Denver area. Taught and tutored math, science, history, government, and English. Worked full time for a few months in 2019 as paid staff until a full-time teacher could be found.

SUBSTITUTE TEACHER, Platte Canyon School District – 2017 to 2018
Bailey, Colorado 80421/Lakewood, CO 80214

Substitute teacher for middle and high school students including math, science, history, government, English, and resource room.

PARISH ADMINISTRATOR, Episcopal Diocese of Colorado/Evergreen Parish – 2016 to 2017
Evergreen, Colorado 80439

Executive Administrative Assistant to the Rector/Lawyer. Charged with administration and marketing of campus including a church, chapel, greenhouse, food bank, homeless shelter, columbarium, vegetable market, rectory, chapel, sexton house, five low-income apartments, and open space. Responsible for website and all social media campaigns. In charge of all deposits. Volunteer Coordinator for four ministries.

OWNER RETAIL MALL BUSINESS, Three Denver Colorado Metro Malls- 2003/2006
Three Denver Colorado Metro Malls

Own and operate a mall kiosk business with 10 part-time employees. Performed sales/marketing, customer service, production, fiscal management, employee training, payroll, and human resource functions. Develop and execute social media and mass e-mail strategies.

ASSISTANT VICE PRESIDENT OF BUSINESS BANKING, State Bank of Chanhassen – 1998/1999
Chanhassen, Minnesota 55317

Responsible for marketing, accessing, structuring, negotiating, and administering commercial credits to existing and new merchants. My portfolio's value exceeds \$12 million. Responsible for branch management on a rotational basis. Approve consumer and mortgage credits for non-officer employees. networking groups.

ASSISTANT VICE PRESIDENT, Capital Bank – 1997/1998
St. Paul, Minnesota 55117

Primary responsibility is managing the loan department, including supervising personnel and assuring compliance with federal regulations. Secondarily, serve as a lender. Portfolio value exceeds \$5 million, of which the majority is commercial loans. Responsible for all Year 2000 planning and training of staff. Present loans that exceed lending limits to Bank Committees for approval. Research and develop Bank policies on various issues. Responsible for branch management on a rotational basis with other bank officers. Work extensively with local community and networking groups, including attending meetings and serving on committees and public presentations.

PROJECT MANAGER, Division of Marketing/Business Development - 1988/1997
Iowa Department of Economic Development
Des Moines, Iowa 50309

Responsible for marketing and administering an \$8,000,000 community and economic development grant/loan fund. Achieved one of the highest program success rates nationally. In charge of performing due diligence on new projects and monitoring progress of funded grants/loans as well as annual audits on each project. Responsible for contract management with Attorney General Office and Department legal staff. Also, maintained program statistics, supervised support staff, and prepared monthly and annual reports for Board of Directors and Legislators.

◀ EDUCATION ▶

MASTER OF PUBLIC ADMINISTRATION - GPA 4.00 Drake University, Des Moines, Iowa. Recipient of U.S. Housing and Urban Development Full-Ride Fellowship

BACHELOR OF SCIENCE – SOCIOLOGY/COMMUNITY AND REGIONAL PLANNING– GPA 3.5 Iowa State University, Ames, Iowa. Graduated with Honors

ASSOC. OF APPLIED SCIENCE – EMERGENCY MANAGEMENT & PLANNING – GPA 4.0 Red Rocks Community College, Lakewood, Colorado. Graduated with Honors

◀ CIVIC INVOLVEMENT ▶

- ❑ Volunteer – Eagles Nest Ranch in Elizabeth, Colorado
- ❑ Member – Architectural Review Committee for Gold Creek Valley HOA in Elizabeth, Colorado
- ❑ Volunteer Advocate – Colorado's Human Trafficking Hotline/Text Line
- ❑ Volunteer Case Worker - American Red Cross Mile High Chapter in Denver, Colorado

◀ FEMA/EMERGENCY MANAGEMENT INSTITUTE COURSES ▶

- ❑ IS-100 Introduction to Incident Command
- ❑ IS-700 National Incident Management System
- ❑ IS-288 Role of Voluntary Agencies in Emergency Management
- ❑ IS-200 Applying ICS to Healthcare Organizations
- ❑ IS-808 Public Health and Medical Services
- ❑ IS-800 National Response Framework

◀ OTHER SKILLS AND CREDENTIALS ▶

- ❑ Notary Public State of Colorado ID # 20134056730 – Commission expires 9/9/2025
- ❑ Certified Economic Development Finance Professional - National Development Council
- ❑ Fine Artist and Portraitist





TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: February 13, 2024
SUBJECT: Appointment

SUMMARY

Staff received Mr. Steven Freer's application for Trustee on February 5, 2024. Mr. Freer has resided in Elizabeth for 4 years which meets the residency requirements. Mr. Freer will be attending the Board meeting and talking with you directly.

ATTACHMENTS(S)

Application

**APPLICATION FOR APPOINTMENT TO THE TOWN OF ELIZABETH
BOARD OF TRUSTEES**

Name: Steven Freer

Physical Address: [REDACTED] Elizabeth, Colorado 80107*

Mailing Address: _____ (if different than physical address)

Telephone Number: [REDACTED]

Email Address: [REDACTED]

Preferred Method of Contact: Email Telephone _____ Other _____

Years of Residency in the Town of Elizabeth: 4

Are you registered to vote in Elbert County, Colorado? Yes No _____

Number of Board of Trustee Meetings Attended in Last Six (6) Months? 6

Number of Public Meetings (any type) Attended in Last Six (6) Months? 2

Place of Employment: Charter Communications (For conflicts of interest only).

Did you vote in the Town's most recent election? Yes No _____

Please attach your resume or curriculum vitae to this application.

*Note – An Elizabeth mailing address does not necessarily mean you reside in the jurisdictional boundaries of the Town of Elizabeth. If you are unsure if you are a Town resident, please call the Elizabeth Town Clerk to verify.

Please respond to the following questions. Feel free to attach additional pages as may be necessary.

1. Have you ever held an elected office? If so, please provide the location, length of service, and any positions held:

The only "office" I have been elected to is the Gold Creek Valley HOA Board. I have served on the board for 1 year as of February, 2024

2. Past and Present memberships on a Board, Committee, or Task Force in the public sector (business, civic, community, religious, political, professional, recreational or social). Please provide the name of the organization, role/title/position, and dates of service.

February 2023 - Secretary of Gold Creek Valley HOA Board
February 2024 - President of Gold Creek Valley HOA Board

3. Please list all other volunteer experiences.

While not having documentation, over the years I have volunteered for service for many projects with many churches I have been a member of. The last official "title" I held was head of the Staff/Pastor/Parish committee at Grapevine United Methodist Church in Port St. Lucie, Florida from 2007-2009. My duties in that role were to basically be the HR department for the church with matters relating to the Pastor as well as preschool employees. I left this position due to a job transfer and that church has since closed.

4. What do you consider the two (2) most important challenges facing the Town of Elizabeth in the next few years? What do you think should be done?

1 - Community Involvement - After attending many recent board meetings I see the lack of community member involvement. I believe continuing a concerted effort to reach out to the community via multiple methods (including social media) would help tremendously.

2 - Community Growth - As the Denver area is increasing in population, a balance must be struck between opportunities for Town revenue and the will of the town residents. I believe listening to members of the community is most important, and, as a board member, would always prioritize the will of the town as a whole over any personal views, as I would be a representative of the town.

5. What is something you would like to change about the operations of the Town of Elizabeth, and how would you change that item?

At this time I am very pleased with how our town board meetings are held, and currently have no suggestions for changing how things are done.

6. Please list any skills or expertise, if selected, you would bring to the Board of Trustees?

My current position at Charter Communications (just like Comcast, only serving different geographic areas) requires me to lead a team of 28 Engineers keeping telephone services running for our customers. Project management, communication with many different personalities, and conflict management are tools I often use at work. These skillsets have trained me to objectively assess a situation, listen to and understand multiple points of view, and then make the best decision for our business. I believe these skillsets would be crucial in holding an elected office where I would represent constituents.

7. What papers, documents, websites, or other information did you review in anticipation of submitting this application to the Board of Trustees?

None - After attending many town board meeting, I believe I have enough information to make an informed decision for committing my time and efforts.

8. Why do you want to serve on the Board of Trustees for the Town of Elizabeth?

First and foremost, I love the atmosphere of the town board meetings and feel that those currently serving have a great working relationship. Now that my wife and I are a little over 2 years from being "empty nesters," I feel I have the time and resources to starting giving back to my community.

9. If you are appointed to the Board of Trustees, are you willing to run for the position again? Why or why not?

If appointed, I would commit to be all in, 100%, through the end of my term after the upcoming election. I fully anticipate sometime later in the year, after learning much more about the position and its responsibilities, I would need to decide if I would run for a full term. It would be unwise for me to make a commitment at this time with my current knowledge.

10. Do you have any experience in accounting, reviewing budgets, bookkeeping or related fields? Please explain.

In the end of 2023 I did participate in budget reviews and proposals for the Gold Creek Valley HOA. At work I do participate in discussions with our multi-million dollar capital budgets each year. While these two scenarios are not the same as a town budget process, I have full confidence I can transfer my skills to this position.

11. An appointment to the Board of Trustees requires several orientation meetings with Department Heads and the Town Administration, preparing for bi-monthly Board Meetings, attendance at bi-monthly Board meetings, meeting with residents and citizens, occasional Saturday workshops, attendance at Town Events, and other official duties. Are you able and willing to devote the necessary time to the position?

Yes. After careful consideration before applying, I am fully aware and prepared to give all necessary efforts to this position, being all in 100%.

12. Please provide any additional information that you believe is valuable for the Board in making its decision for your potential appointment to the Board of Trustees.

I am currently out of town dealing with a family emergency and do not have access to my resume, but need to submit this form before the deadline. If needed, I can submit additional paperwork in the near future. As my two sons are getting ready to start the next chapters in their lives, my wife and I are also approaching a new phase in our lives. I have discussed this commitment with my wife and son who still lives with us, and both are excited for this opportunity and support my decision. My last year's service on our HOA board has been very rewarding at a personal level, and I can see myself committing more time to my community now that my boys require less of my time.

13. Are you aware of any conflicts of interest – perceived or actual – that would require you to recuse yourself from participating in certain actions by the Board of Trustees?

For 2024 I will serve as President for the Gold Creek Valley HOA board. I firmly believe that if there is a conflict of interest, real or perceived, an elected official must consider recusing from votes in the interest of transparency and service to the community. If a situation arises, I have no issue with recusing myself from a vote.

____ Steven D Freer _____
Signature

By submitting this application, you acknowledge that the role of Trustee requires active participation in the political process. If selected as Trustee, you acknowledge you will meet the obligations required of you under the Town Code, Colorado Law, and the Town of Elizabeth Code of Conduct for Elected Officials.



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: February 13, 2024
SUBJECT: Appointment

SUMMARY

Staff received Ms. Facilla's resume and application for Trustee on February 6, 2024. Ms. Facilla has resided in Elizabeth for 2 years, which meets the residency requirements. Ms. Facilla will be attending the Board meeting and talking with you directly.

ATTACHMENTS(S)

Application

Amanda Lynn Facilla

Work Experience:

Travelers Insurance:

08/2021 – Present: Associate Account Executive (AAE) - Middle Market

- Manage the profitability, growth, and retention of an assigned book of business.
- Underwrite and skillfully negotiate complex customer accounts to minimize risk and maximize profitability.
- Cultivate and maintain relationships with internal partners within the business unit and across the enterprise to create sales plans and identify cross-selling opportunities.
- Foster and maintain relationships with external partners by regularly meeting in person with agents and brokers to market and sell Travelers products with a goal of writing and retaining accounts consistent with our risk appetite. Must be able to travel to such meetings.
- Identify and capture new business opportunities using consultative marketing and sales skills.
- Independently develop and execute agency sales plans and frequently partner with your Managing Director (MD) to develop region/group sales plans.
- May assist in the training and mentoring of less experienced Account Executives.
- Perform other duties as assigned.

Department of Homeland Security (Federal Job):

12/2018 – 08/2021: Transportation Security Officer

- Operating various screening equipment and technology to identify dangerous objects in baggage, cargo and on passengers, and preventing those objects from being transported onto aircraft.
- Performing searches and screening, which may include physical interaction with passengers (e.g., pat-downs, search of property, etc.) and conducting bag searches.
- Maintaining focus and awareness while working in a stressful environment which includes noise from alarms, machinery and people, crowd distractions, time pressure, and disruptive and angry passengers, in order to preserve the professional ability to identify and locate potentially life threatening or mass destruction devices, and to make effective decisions in both crisis and routine situations.
- Engaging in continuous development of critical thinking skills, necessary to mitigate actual and potential security threats, by identifying, evaluating, and applying appropriate situational options and approaches.
Detail Position 04/2021 – 07/2021 (Temporary promotion Coordination Center Officer)
- Coordinating and tracking the readiness status and maintaining working relationships with other related entities throughout TSA, including Headquarters and other airport operations to ensure effective coordination and sharing of necessary information, as determined by the Federal Security Director (FSD).
- Review's emergency call information (e.g., bomb threat, breach, applicable Transportation Security Operations Center (TSOC) incidents, etc.) and transferring information in accordance with local procedures.
- Review's incident reports for accuracy and completeness to ensure proper reporting procedures have been followed.
- Inputting incident report data using various systems such as PARIS.
- Assisting senior employees or supervisor in preparing reports and briefings on issues related to significant security incidents such as bomb threats, on board disturbances, security access control events, airport screening

operations, airport statistical data, and inspection and law enforcement activities.

Farmers Insurance District Office 84:

08/2016 - 12/2018: Operations Manager

- Access data and enter into numerous systems and Excel spreadsheets.
- Assist the 45 agents in the district with policies and training on Personal Lines, Workers Compensation and Specialty lines of business.
- Assist agents with the Underwriting Quality Index, Agency storefront quality reports, and assist agents with meeting their goals.
- Provide agent training for new products, amended products and new procedures.
- Train newly licensed insurance agents on policy coverages and underwriting.
- Attend all new trainings from Farmers Insurance on all lines of business. Complete operating functions and make financial decisions.
- Write and issue Tripe Net Leases and take care of property management duties such as accept rent checks, oversee and coordinate property maintenance and repairs for tenant spaces and common grounds.

Rubin Insurance Agency, Inc.

12/2015 - 08/2016: Customer Service Representative

- Obtained a Property & Casualty Insurance License (0K87816).
- Provided information about insurance company's products to current and prospective insureds.
- Offered necessary assistance and support to insureds including customer inquiries and resolved complaints.
- Assisted customers and agents with all policy documentation and policy questions.
- Attended to calls and correspondences providing information with respect to insurance policies, as well as communicate any changes in policy to existing and prospective insureds.
- Offered information about price quotes to prospective customers.
- Developed and maintained product procedural and technical systems knowledge.
- Utilized technical systems, effectively and efficiently.
- Processed policy holder transactions accurately and within Customer Response Center established time standards.
- Data entry into multiple computer systems for quoting, binding and policy issuance. - Worked directly with major Insurance companies (Liberty Mutual, Allied, Hartford, Everest, Oregon Mutual, Progressive, etc.).

Adecco Staffing:

04/2015 - 12/2015 (Temporary Position): Customer Service Representative / Technical Support

- Technical support for currency counters sold throughout the world.
- Outbound phone calls to every customer once their currency counter / parts have been received.
- Tracking shipments sent out.
- Obtain multiple Excel spreadsheets for shipments / Technical Support / Warranty status. Assisting distributors with currency counters.

Arrowhead General Insurance Agency, Inc.

04/2007 - 01/2014 Underwriter

- Underwriter, Reviewing, analyzing, evaluate risk, quoting and non-renewing renewal accounts equal to or less than \$150K, supporting the Underwriting staff and all departments that interact with Underwriting.
- Multiple carrier knowledge- adhere to carrier guidelines including systems and processes related to Underwriting duties.
- Obtained multiple carrier letter of authority to write insurance policies on their behalf.

- Review, analyze, underwrite, quote, bind and endorse renewal business \$150K and less.
- Communicate with brokers on status of quotes and other issues of concern.
- Perform file documentation and underwriting notes in preparation for policy issuance.
- Met deadlines set forth by management and/or underwriters within team.
- Met production, retention, hit ratio and profitability goals set forth by management.
- Achieve profitable growth through appropriate risk evaluation while building and maintaining outstanding customer relationships.
- Develop and maintain full knowledge of all forms, coverages, ratings, and manuals for the specific line being underwritten.
- Managed approximately 50 insurance agents' books of business and keep a personal relation with the agent and their staff.
- Be knowledgeable in OSHA guidelines with include reviewing the safety records. Review Experience Rating Worksheets.

Education:

Noble Continuing Education 05/2020: Continuing Education for insurance license #0K87816: 24 Hours Commercial Liability and Ethics.

Affordable Educators 03/2018: Continuing education for insurance license #0K87816: 24 Hours CA Claims Adjusting and Ethics

Affordable Educators 04/2016: Insurance Licenses and Certifications: 52 Hours P&C License with Department of Insurance (CA). Licensed # 0K87816.

The Institutes: AINS (Associates in General Insurance)

AINS21 (45 hours): Property and Liability Insurance.

AINS22 (80 hours): Personal Insurance

AINS23 (80 hours): Commercial Insurance

Six Sigma Certificates: Lean Six Sigma Black Belt Certification (160 Hours)

FLETC TSA 2019: 2-week training course

TSA 2021: Incident Investigation for Supervisors and Managers Training (Safety Team)

Additional Information:

PC proficient: MS Windows, MS Word, MS Excel, MS PowerPoint

Excellent multi-tasking skills enabling me to prioritize and meet deadlines.

Strong organization and analytical skills

Excellent communication skills

LEAN Six Sigma trained and certified in 2009

Team player

**APPLICATION FOR APPOINTMENT TO THE TOWN OF ELIZABETH
BOARD OF TRUSTEES**

Name: Amanda Facilla

Physical Address: [REDACTED], Elizabeth, Colorado 80107*

Mailing Address: _____ (if different than physical address)

Telephone Number: [REDACTED]

Email Address: [REDACTED]

Preferred Method of Contact: Email Telephone _____ Other _____

Years of Residency in the Town of Elizabeth: 2

Are you registered to vote in Elbert County, Colorado? Yes No _____

Number of Board of Trustee Meetings Attended in Last Six (6) Months? 3 (online)

Number of Public Meetings (any type) Attended in Last Six (6) Months? _____

Place of Employment: Travelers Insurance (For conflicts of interest only).

Did you vote in the Town's most recent election? Yes No _____

Please attach your resume or curriculum vitae to this application.

*Note – An Elizabeth mailing address does not necessarily mean you reside in the jurisdictional boundaries of the Town of Elizabeth. If you are unsure if you are a Town resident, please call the Elizabeth Town Clerk to verify.

Please respond to the following questions. Feel free to attach additional pages as may be necessary.

1. Have you ever held an elected office? If so, please provide the location, length of service, and any positions held:

No

2. Past and Present memberships on a Board, Committee, or Task Force in the public sector (business, civic, community, religious, political, professional, recreational or social). Please provide the name of the organization, role/title/position, and dates of service.

N/A

3. Please list all other volunteer experiences.

- Full Challenge (San Diego Legoland)
- Relay for Life volunteer
- Junior Achievement Finance Park
- Habitat For Humanity

4. What do you consider the two (2) most important challenges facing the Town of Elizabeth in the next few years? What do you think should be done?

1. Retaining Police officers: multiple ways to look at this. Best first step is to ask the LED's what can help with retention.
2. manage growth effectively without changing the town environment. Look at options outside of adding Metrodistricts. The town sees less money

5. What is something you would like to change about the operations of the Town of Elizabeth, w/MDs. and how would you change that item?

I, personally feel the town can improve on having volunteer opportunities with the town easily for more effective outcomes.

6. Please list any skills or expertise, if selected, you would bring to the Board of Trustees?

I have taken the Lean Six Sigma course which teaches how to identify and eliminate wasted resources that don't generate value to the end user while continually working to achieve a goal to get rid of defects. I am also a numbers person due to my current job of being an insurance underwriter.

7. What papers, documents, websites, or other information did you review in anticipation of submitting this application to the Board of Trustees?

The town of Elizabeth website

8. Why do you want to serve on the Board of Trustees for the Town of Elizabeth?

I would like to bring my expertise of critical thinking to the board to help improve our wonderful town.

9. If you are appointed to the Board of Trustees, are you willing to run for the position again? Why or why not?

Yes, I would be willing and open to run for the Trustee position to continue to assist the town in any way possible.

10. Do you have any experience in accounting, reviewing budgets, bookkeeping or related fields? Please explain.

In a previous role I have had as an operations manager, I also played role of property manager to the office building as my manager (owner of company) also owned the building center.

11. An appointment to the Board of Trustees requires several orientation meetings with Department Heads and the Town Administration, preparing for bi-monthly Board Meetings, attendance at bi-monthly Board meetings, meeting with residents and citizens, occasional Saturday workshops, attendance at Town Events, and other official duties. Are you able and willing to devote the necessary time to the position?

Yes, I am willing to devote my time to the town of Elizabeth for the above duties and events.

12. Please provide any additional information that you believe is valuable for the Board in making its decision for your potential appointment to the Board of Trustees.

I am a critical thinker and great with numbers. I feel these skills would be a great asset to the town of Elizabeth.

13. Are you aware of any conflicts of interest – perceived or actual – that would require you to recuse yourself from participating in certain actions by the Board of Trustees?

As I am a current commercial insurance Underwriter

Version 1: Adopted 9/26/2023

I would need to recuse myself from being paid to underwrite any insurance policy the town may. I can discuss insurance, I just can not play a role as agent.


Signature

By submitting this application, you acknowledge that the role of Trustee requires active participation in the political process. If selected as Trustee, you acknowledge you will meet the obligations required of you under the Town Code, Colorado Law, and the Town of Elizabeth Code of Conduct for Elected Officials.



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: February 13, 2024
SUBJECT: Appointment

SUMMARY

Staff received Mr. Schroder's application for Trustee on February 6, 2024. Mr. Schroder has resided in Elizabeth for 2 years, which meets the residency requirements. Mr. Schroder will be attending the Board meeting and talking with you directly.

ATTACHMENTS(S)

Application

RECEIVED

FEB 06 2024

Town of Elizabeth

APPLICATION FOR APPOINTMENT TO THE TOWN OF ELIZABETH
BOARD OF TRUSTEES

Name: Michael L. Schroder

Physical Address: [REDACTED], Elizabeth, Colorado 80107*

Mailing Address: same (if different than physical address)

Telephone Number: [REDACTED]

Email Address: [REDACTED]

Preferred Method of Contact: Email Telephone Other

Years of Residency in the Town of Elizabeth: 2

Are you registered to vote in Elbert County, Colorado? Yes No

Number of Board of Trustee Meetings Attended in Last Six (6) Months? 0

Number of Public Meetings (any type) Attended in Last Six (6) Months? 2

Place of Employment: Self - Alarm Handyman (For conflicts of interest only).

Did you vote in the Town's most recent election? Yes No

Please attach your resume or curriculum vitae to this application.

*Note – An Elizabeth mailing address does not necessarily mean you reside in the jurisdictional boundaries of the Town of Elizabeth. If you are unsure if you are a Town resident, please call the Elizabeth Town Clerk to verify.

Please respond to the following questions. Feel free to attach additional pages as may be necessary.

1. Have you ever held an elected office? If so, please provide the location, length of service, and any positions held:

No

ALARM HANDYMAN.COM

Security products and services for Home and Business.

Michael Schroder

Owner

Col Page 29

2. Past and Present memberships on a Board, Committee, or Task Force in the public sector (business, civic, community, religious, political, professional, recreational or social). Please provide the name of the organization, role/title/position, and dates of service.

None., Gotta start somewhere

3. Please list all other volunteer experiences.

Handyman/repairs for a short time at
St. Catholic Church in Kiowa.

4. What do you consider the two (2) most important challenges facing the Town of Elizabeth in the next few years? What do you think should be done?

Traffic and Water.

5. What is something you would like to change about the operations of the Town of Elizabeth, and how would you change that item?

6. Please list any skills or expertise, if selected, you would bring to the Board of Trustees?

I've been involved in construction and new
homes/Businesses for 23 years + Owned a
service business for 21.

7. What papers, documents, websites, or other information did you review in anticipation of submitting this application to the Board of Trustees?

saw a sign.

8. Why do you want to serve on the Board of Trustees for the Town of Elizabeth?

9. If you are appointed to the Board of Trustees, are you willing to run for the position again? Why or why not?

Perhaps.

10. Do you have any experience in accounting, reviewing budgets, bookkeeping or related fields? Please explain.

yes.

11. An appointment to the Board of Trustees requires several orientation meetings with Department Heads and the Town Administration, preparing for bi-monthly Board Meetings, attendance at bi-monthly Board meetings, meeting with residents and citizens, occasional Saturday workshops, attendance at Town Events, and other official duties. Are you able and willing to devote the necessary time to the position?

— sure.

12. Please provide any additional information that you believe is valuable for the Board in making its decision for your potential appointment to the Board of Trustees.

I live close and can attend most evening meetings. I also have no kids.

13. Are you aware of any conflicts of interest – perceived or actual – that would require you to recuse yourself from participating in certain actions by the Board of Trustees?

None.


Signature

By submitting this application, you acknowledge that the role of Trustee requires active participation in the political process. If selected as Trustee, you acknowledge you will meet the obligations required of you under the Town Code, Colorado Law, and the Town of Elizabeth Code of Conduct for Elected Officials.



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: February 13, 2024
SUBJECT: Appointment

SUMMARY

Staff received Mr. Malacrida's letter of interest, resume, and application for Trustee on February 7, 2024. Mr. Malacrida has resided in Elizabeth for 2 years, which meets the residency requirements. Mr. Malacrida will be attending the Board meeting and talking with you directly.

ATTACHMENTS(S)

Application

Anthony Malacrida

February 7, 2024

To whom it may concern,

I, Anthony Malacrida, am interested in filling the vacant position on the Board of Trustees for the Town of Elizabeth. While I do not have any experience with this type of role, I have a vested interest in this town and its future. I have grown up in Colorado, living in Parker, Fort Collins, Denver, Centennial and most recently Elizabeth. From my first-time visiting Elizabeth in 2009, it has felt like home. Now that I get to call Elizabeth home, I want to serve this community in any way I can. Given my professional and personal skills, I feel I am a good fit for this role.

Thank you for your time and consideration,

Sincerely,

Anthony Malacrida

ANTHONY MALACRIDA



OBJECTIVE

To utilize my 16 years of leadership experience in any role I am tasked with. I stay committed to achieving a positive outcome for all stakeholders involved.

SKILLS & ABILITIES

Expertise in analyzing the needs of a project. I have worked in every role surrounding construction projects from running crews on site to engineering systems to managing budgets.

EXPERIENCE

2017-Present

AVI-SPL

Englewood, CO

Have held many positions: Site Foreman, Project Engineer and Project Manager. Project highlights have included: Foreman on a 2.4-million-dollar project, Engineering the largest medical facility on the east coast and managing two of the largest universities in Colorado

2009-2010

Rattlesnake Fire and Rescue

Parker, CO

Certificates achieved: Fire Fighter 1, Hazmat Ops, Landing Zone Officer, First Responder and Fire Fighter Type 2

EDUCATION

DEC 2009-MAY 2013

Colorado State University

Bachelor of Science in Forestry with a concentration in Fire Sciences

Hands on studying of Colorado Forests and Colorado fires.

COMMUNICATION

Strong verbal and written skills to effectively work with a team. I can stay ahead of needs by communicating with the proper stakeholder on what the objective needs are.

LEADERSHIP

In every role I have held from construction to firefighting to coaching, I have held a leadership role. Whether it be on a site scale to management scale, I strive on my ability to observe and listen to achieve a positive outcome.

**APPLICATION FOR APPOINTMENT TO THE TOWN OF ELIZABETH
BOARD OF TRUSTEES**

Name: Anthony Robert Malacrida

Physical Address: ██████████, Elizabeth, Colorado 80107*

Mailing Address: _____ (if different than physical address)

Telephone Number: ██████████

Email Address: ████████████████████

Preferred Method of Contact: Email Telephone Other

Years of Residency in the Town of Elizabeth: 2

Are you registered to vote in Elbert County, Colorado? Yes No

Number of Board of Trustee Meetings Attended in Last Six (6) Months? 1

Number of Public Meetings (any type) Attended in Last Six (6) Months? 2

Place of Employment: AVI-SPL (For conflicts of interest only).

Did you vote in the Town's most recent election? Yes No

Please attach your resume or curriculum vitae to this application.

*Note – An Elizabeth mailing address does not necessarily mean you reside in the jurisdictional boundaries of the Town of Elizabeth. If you are unsure if you are a Town resident, please call the Elizabeth Town Clerk to verify.

Please respond to the following questions. Feel free to attach additional pages as may be necessary.

1. Have you ever held an elected office? If so, please provide the location, length of service, and any positions held:

No

2. Past and Present memberships on a Board, Committee, or Task Force in the public sector (business, civic, community, religious, political, professional, recreational or social). Please provide the name of the organization, role/title/position, and dates of service.

No

3. Please list all other volunteer experiences.

Rattle Snake Fire Department (2009-2010)

Parker Task Force (Late 90s)

4. What do you consider the two (2) most important challenges facing the Town of Elizabeth in the next few years? What do you think should be done?

1. Preserving past and present values of the town while the state is constantly growing/changing. 2. Increasing community involvement so the town adapts in a way that suits the needs and wants of the people.

5. What is something you would like to change about the operations of the Town of Elizabeth, and how would you change that item?

Community involvement. Of the few meetings i have attended, there was little involvement from residents of this town. From what i have seen, people only speak up when they are frustrated or have a concern. I would like to get people more proactive and be able to have open conversations. Objectively, i understand this does not have a simple solution but, its something i would like to pursue.

6. Please list any skills or expertise, if selected, you would bring to the Board of Trustees?

I have held many leadership roles professionally. I strive on adapting to the challenges each role presents.

7. What papers, documents, websites, or other information did you review in anticipation of submitting this application to the Board of Trustees?

The towns website and the website for municipal codes.

8. Why do you want to serve on the Board of Trustees for the Town of Elizabeth?
While volunteering with Rattle Snake Fire, i fell in love with Elbert County and mainly Elizabeth. While living here, i have grown to love this town even more. I want to be a part of preserving/representing this town

9. If you are appointed to the Board of Trustees, are you willing to run for the position again? Why or why not?
Yes, I care for this town and its future

10. Do you have any experience in accounting, reviewing budgets, bookkeeping or related fields? Please explain.
I was a Project Manager for some years. My primary role was managing budgets

11. An appointment to the Board of Trustees requires several orientation meetings with Department Heads and the Town Administration, preparing for bi-monthly Board Meetings, attendance at bi-monthly Board meetings, meeting with residents and citizens, occasional Saturday workshops, attendance at Town Events, and other official duties. Are you able and willing to devote the necessary time to the position?
Yes I am

12. Please provide any additional information that you believe is valuable for the Board in making its decision for your potential appointment to the Board of Trustees.
I deeply care for Elizabeth and its history. Im currently living in a part of this towns history. I intend to spend the rest of my life here serving this town any way i can

13. Are you aware of any conflicts of interest – perceived or actual – that would require you to recuse yourself from participating in certain actions by the Board of Trustees?

Sometimes i am required to travel for work. These trips are typically 1-2 weeks but, are very infrequent. Roughly 2-4 trips a year

Signature

By submitting this application, you acknowledge that the role of Trustee requires active participation in the political process. If selected as Trustee, you acknowledge you will meet the obligations required of you under the Town Code, Colorado Law, and the Town of Elizabeth Code of Conduct for Elected Officials.



TOWN OF ELIZABETH

MIKE DEVOL, PUBLIC WORKS DIRECTOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees

FROM: Mike DeVol, Public Works Director

DATED: February 13, 2024

SUBJECT: Resolution 23R36 SNOW ROUTE “NO PARKING” Amendment

BACKGROUND

This memorandum seeks approval for an amendment to the existing Snow Routes “NO PARKING” code that was approved and adopted by Resolution 07R020 (exhibit A) by the Town Board of Trustees on October 23, 2007. The “Exhibit B” Town of Elizabeth Code Article V Snow Routes Sec. 11-5-10, 11-5-20, 11-5-30, 11-5-40, and 11-5-50 cover the entirety of the snow route code. The main focuses are on the Safety and Welfare of our citizens, emergency responders, bus routes, school traffic and commuters.

At this time Public Works is seeking approval by amendment to extend the list of streets currently existing to enhance plowing and snow removal capabilities.

STAFF RECOMMENDATION

Staff recommends approval of Resolution 24R10 to allow Public Works to more efficiently remove snow during storm events and enhance the Safety and Welfare of all citizens.

BUDGET CONSIDERATIONS

Currently Public Works would use the funds available in Streets ROW Maintenance Code # 21-49-5800 for the cost of \$23,000.00 for the signs, posts and labor for installation.

ATTACHMENTS

Attachment A – Resolution 24R10

RESOLUTION 24R10

A RESOLUTION TO AMEND AND DESIGNATE “NO PARKING” ZONES IN THE TOWN OF ELIZABETH FROM NOVEMBER 1ST TO MAY 1ST OF EACH YEAR.

WHEREAS, Article V, Section 11-5-10 of the Town Municipal Code authorizes the Board of Trustees for the Town of Elizabeth to ensure that streets are passable to vehicular traffic during periods of snow;

WHEREAS, Article V Section 11-5-20 of the Town Municipal Code authorizes the Board of Trustees for the Town of Elizabeth to determine that certain sections of streets should be clear of parked vehicles, trailers, and equipment for the months when it is most likely to snow;

WHEREAS, the Board of Trustees previously approved Resolution 07R020 and 23R36 to designate “No Parking” zones in the Town of Elizabeth; and

WHEREAS, with the development and completion of the Gold Creek Subdivision, it becomes necessary to designate additional “No Parking” zones for the health, safety, and welfare of the public.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

SECTION 1. The Board of Trustees declares the following sections of streets and roads in the Town of Elizabeth as “NO PARKING” zones from November 1st to May 1st of each calendar year as follows:

Any Cul-de-sac, end portion of Cul-de-sac or Hammer Head Portion of any street in the Town of Elizabeth; and

- | | |
|--|--|
| Evans Street—East Side | Mobile Street—East Side |
| Rushmore Street—North Side | Pearl Street—East Side |
| Liberty Street—West Side | Avena Court—Cul-de-sac |
| Lincoln Street—South Side | Chokecherry Court—Cul-de-sac |
| Zane Court—West Side | Gooseberry Court—Cul-de-sac |
| Lionel Lane (South of Logan)—East Side | Honeyberry Court—Cul-de-sac |
| Lionel Lane (North of Logan)—West Side | Yankee Boy Loop – South End Around Park |
| Chelsea Court—North Side | Kolz Point – Center Median Area |
| Amanda Court—West Side | Paloma Way – Cul-de-sac |
| Logan Street—North Side | Thinleaf Court – North Side and Cul-de-sac |
| Banner Street—East Side | Mosquito Court – South Side Cul-de-sac |
| Lanceleaf Court | |
| High Point Trail – North Side from Blackhaw Street to Snowberry Ave. | |

High Point Trail – South Side from the western boundary of 1142 High Point Trail to the eastern boundary of 1248 High Point Trail

PASSED, APPROVED, and ADOPTED this 13th day of February 2024, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of ___ for and ___ against.

Tammy Payne, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk



February 13, 2024

Management Team Updates

Community Development – Zach Higgins

- No report

Town Clerk – Michelle Oeser

- The Town's Birthday Bash Movie Night is scheduled for September 21st. Staff would ask that the Board think about and choose one of the four movie choices by March 12th. This way we can start getting our advertising designed and out. Movies choices are Cars, Finding Nemo, Monsters Inc., and Toy Story (1).
- The plan is to have birthday cookies again this year for the celebration. Last year we did trains and the Town logo. Would you like to do this theme again, or change it? This year we are celebrating 134 years of incorporated Township.
- Allison will be attending her first Clerk class this week. It is called Nuts and Bolts. The class reflects its name, overview and detail of what Clerks do.
- Administrative Staff supported and participated in the Elizabeth High School Wish Week
 - Monday – Monster's Inc. (College or school attire)
 - Tuesday – Disney Tourist (We've decided to dress up as any tourist going to any theme park)
 - Wednesday – Incredibles' Day (Superhero attire. Break out those capes!)
 - Thursday – Under the Sea (Hawaiian Attire)
 - Friday – Purple Out! (Favorite color of Karina, the sponsored child)
- Changing tables have been installed in both restrooms at Town Hall. Two more will be installed in the Police Department restrooms.
- The Clerks Department will be hosting Court Training on August 16th. This will be open to Clerk's from around the State.
- With the new year, the Clerk's office is moving many items to digital storage in Laserfiche at the beginning of our processes instead of the end. These items include many Payroll documents, Credit Card Receipts and other Finance Reports, Dog and Business Licensing, and Accounts Receivable. This will make searching for needed items more efficient than digging through filing cabinets. Harmony continues to work through old boxes and digitizing records.
- Would the Board like to participate in the Annual Elizabash on June 8th. If so Staff will reserve a spot.



Our Hawaiian Attire

Police – Chief Engel

 Report Attached

Public Works and Utilities – Mike DeVol

 Report Attached

Running Creek Chapter formed Jan 2024
in 2023. The community of Elizabeth
welcomed us with open arms. Our
first big project was Wreaths Across
America. We would not have been
a success without your support! Thank
you, from the bottom of our hearts.
We appreciate your willingness to get
involved; thank you!

Sincerely, Running Creek Chapter NSDAR



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/14/2024 to 02/03/2024



ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:

“To provide a leadership role in creating an atmosphere of safety and community pride in the Town of Elizabeth by providing quality law enforcement services which utilize innovative approaches to address community needs.”

The following is an informational breakdown of EPD police activity from **01/14/2024 at 12:01 a.m. to 02/03/2024 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DCRD) records.

All suspects/defendants are presumed innocent until proven guilty in a Court of Law.

▪ PO Box 1527, 425 S Main Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4664 ▪ Fax: (303) 646-0676 ▪
www.townofelizabeth.org



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/14/2024 to 02/03/2024

Total Calls for Service:

252

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assists to Other Agencies
31	12	19	0	0

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
9	1	8	0

Other Calls for Service:

Call Type:	Number of Calls:
911 Rapid SOS	5
Alarm-Business Burglary	2
Alarm-Business Hold Up	1
Animal Complaint	2
Animal Cruelty	2
Assist to Fire Department	2
Assist to Other Agency	5
Business Check	21
Burglary	1
Child Abuse	1
Child Custody	1
Citizen Assist	9



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/14/2024 to 02/03/2024

Citizen Contact	5
Crime Prevention	2
Disturbance	1
Physical Domestic Violence	1
Drug Offense	3
Fight	1
Follow Up	21
Harassment	3
Increased Patrol	51
Informational Report	5
Medical Assist	6
Motorist Assist	3
Municipal Ordinance Violation	7
Motor Vehicle Accident with Property Damage	2
Motor Vehicle Accident with Unknown Injuries	1
Parking Complaint	9
Report Every Drunk Driver Immediately (REDDI)	5
Repossession	1
Runaway	1
School Education	7
Sex Assault on a Child	1
Suicidal Subject	2
Suspicious Circumstance	8
Suspicious Person	1
Suspicious Vehicle	3
Theft	3
Traffic Complaint	4
Traffic Hazard	1
Traffic Stop	
VIN Verify	4
Warrant Arrest	1
Warrant Pickup	1
Welfare Check	4



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/14/2024 to 02/03/2024

Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
23-2040	Burglary	Investigation of a burglary at a local business
23-4633	Sex Offense	Investigation of sex offenses involving a juvenile.
23-4744	Burglary	Investigation into a burglary at a local building
23-4886	Fraud	Fraud Investigation
23-5283	Burglary	Investigation of a burglary at a property in Town
24-0073	Vehicle Trespass	Investigation into a trespass of a vehicle.
24-0100	Assault	Investigation of an assault involving juveniles.
24-0184	Sex Offense	Investigation of sex offenses involving a juvenile.



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

01/14/2024 to 02/03/2024

Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
23-3106	Weed Control	Investigation into weed violation on a property in Town.
23-4373	Animal Control	Investigation into an animal complaint at a property in Town.
23-4802	Animal Control	Investigation into an animal complaint at a property in Town.
23-5164	Weed Control	Investigation into weed control at a property in Town.
23-5534	Weed Control	Investigation into weed control at a property in Town.

Please note that limited information regarding open investigations is available. This is to protect the integrity of the investigations.



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

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Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
24-0217	Drug Violation	An EPD Officer conducted a traffic stop on a vehicle with several juveniles in it. The Officer smelled marijuana and searched for the vehicle. The search yielded several items of contraband. The juveniles were issued Municipal Summonses for several offenses.
24-0202	Warrant Arrest	EPD Officers while on a routine business check located a party known to have a warrant for their arrest. After clearing the suspect through dispatch, the suspect was arrested and booked into the Elbert County Jail.
24-0146	Domestic Violence	EPD responded to a verbal domestic violence call. After investigation, it was determined no crime had occurred.
24-0301	Child Abuse	A child abuse case was reported to EPD. After preliminary investigation, it was determined that the alleged crime occurred outside EPD's jurisdiction. The proper agency and the Department of Human Services was notified.
24-0303	Assist to Castle Rock Police Dept.	EPD responded to assist CRPD on a suicidal subject who was mobile in a vehicle. EPD located the subject and placed them into protective custody. CRPD responded and the subject was turned over to CRPD.
24-0294	Disturbance	EPD responded to a family disturbance. After investigation, it was determined that a crime had occurred. However, neither victim wished to pursue charges.
24-0186	Theft	EPD responded to a report of a theft that occurred online. After investigation, it was determined a crime had occurred. A suspect was unable to be located.
24-0231	Animal Control	EPD Community Services responded to a dog running at large. It was not the 1 st violation for the resident, and they were subsequently issued a Municipal Summons.
23-5624	Abandoned Vehicle	EPD located an abandoned vehicle on a public street. After the owner refused to remove the vehicle, it was impounded.



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

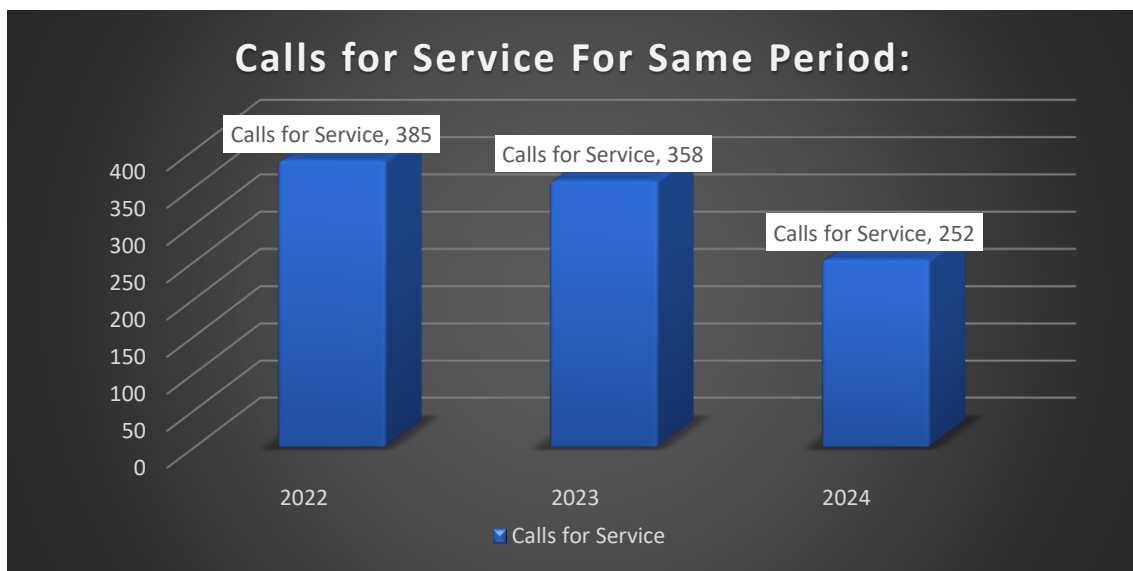
Elizabeth Police Department Activity Statistics Report

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		The suspect also refused to pick up a Municipal Summons. Subsequently, a warrant was issued for their arrest.
23-5715	Sex Offense	EPD closed a case regarding a sex offense with a juvenile. The case was turned over to the 18 th Judicial District Attorney's Office.
24-0361	Minor in Possession Nicotine.	An EPD School Resource Officer located nicotine on a student. As this was the student's 1 st offense, they were referred to the 2 nd chance program.
24-0366	Harassment	EPD was made aware of an alleged harassment that occurred at a local school. After investigation, it was determined that no crime had occurred.

Historical Data:





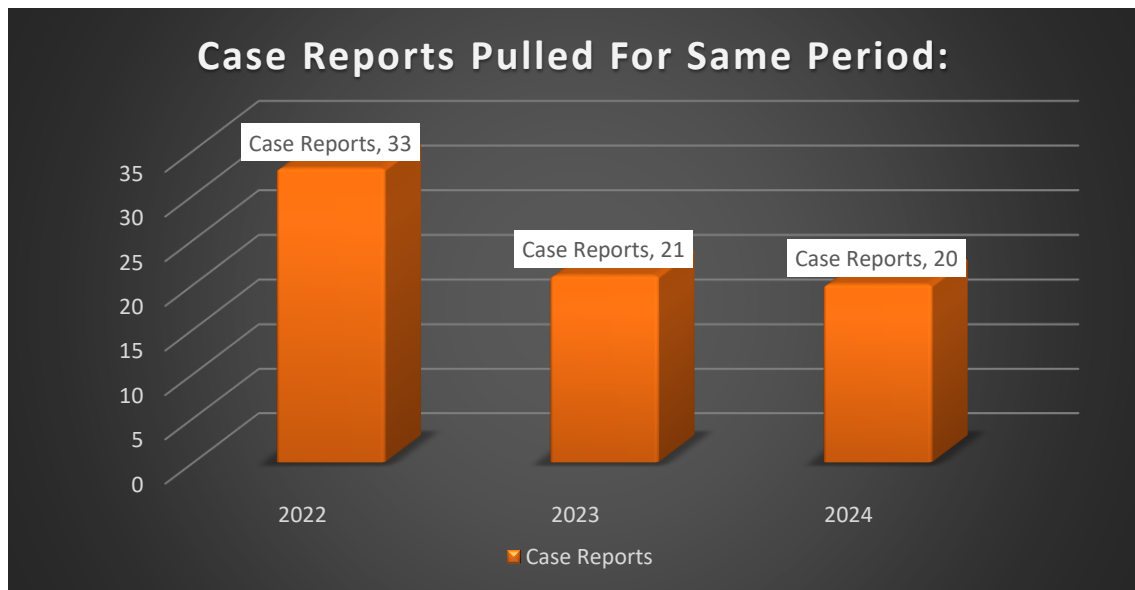
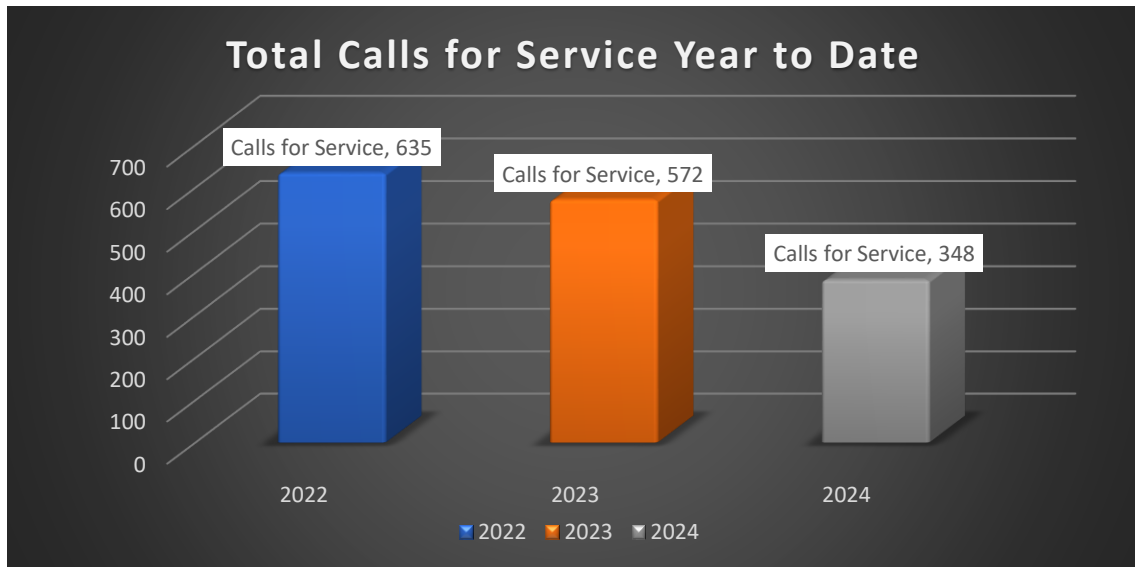
TOWN OF ELIZABETH POLICE DEPARTMENT

JEFF ENGEL, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

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01/14/2024 to 02/03/2024





TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

TO: Honorable Mayor and Town Board of Trustees
FROM: Mike DeVol, Public Works Director
DATE: February 13, 2024
SUBJECT: Public Works Monitoring Report

*Town Street Paving Improvements Project:

1. N/A Spring Projects will be presented at a later date.
2. PW contacted CORE Electric to have 2 street lights in town repaired. Repairs have been completed.

*Town Main St. Decorations:

1. New Winter Banners will be installed the week of January 15th.

*Town Wells, Tanks and Effluent:

1. N/A

*Town Water Line Emergency Repair:

1. N/A

*Town Hall/ Repairs/ Landscaping Plan:

1. Repairs at Town Hall have been completed including handrails.

*Town Walkway Repairs:

1. PW has completed sidewalk repair at Town Hall.

*Town Street Striping Projects:

1. Main St parking striping has been completed.

*Town Snow Plowing and Street Sweeping:

1. Public Works has received 2 complaints about plowing and inconvenience issues. Public Works Relayed information to the complainants about shoveling drive and sidewalk onto Town Streets.
2. Public Works made contact with 3 residents and 2 Business concerning plowing private lots into town Streets, all parties now understand that it is not permissible per town code 11-1-20 and 11-1-30.
3. The Town Newsletter included Town Plowing Code and Snow Route "NO PARKING" information.
4. Town Trucks are fully prepared for the upcoming snow season.
5. Truck Plows and trucks have had maintenance and preparedness checks performed.
6. Salt Sand has been stockpiled for this season.



*Town New Wells at Ritoro/Gold Creek Valley:

1. The new Wells building is complete except for the interconnect between SCADA and phone line which is scheduled to be completed by January 15.
2. Landscaping will take place in the Spring (May) of 2024 due to the impending weather. PW will work with the 4 adjacent property owners for their approval of the landscape sketch to ensure that we conceal as much of the building as possible from their views.
3. The Back-up Generator is installed and tested for normal operations.

*Town Trail Project:

1. PW has scheduled a walk-through inspection with our reporting Agency Stantec Engineering for Guidance after the flooding and the loss of previously planted vegetation, bushes and trees.
2. 2023 Reporting has been sent to CDOT and other agencies. PW is awaiting a decision on course of Action(s) that will be required to fulfill our Trail obligations. (#9 below on upcoming projects).
3. Due to the flooding in 2023 it appears that PW will need to fulfill one more year of habitat remediation, With possibly a full 3 years.

*Gold Creek Lift Station Improvements:

1. Completion of project has begun clear water testing and adjustments have been made.
2. Communications and Alarms have been tested and 100% complete.
3. SCADA controls are being tested this week and should be completed.
4. PW has been Operating the lift station in automatic for four consecutive weeks with no issues.

*Eligibility Surveys for Water and Wastewater Capitol projects have been completed for 2024 and accepted by Colorado Department of Public Health and Environment (CDPHE). The eligibility surveys allow for the town to be in line for any funding that may be available for future projects.

*Gold Creek Wastewater Treatment Plant (GCWWTP)

1. NO CHANGES AS OF THIS REPORT-On going Project/ The new fine screen replacement unit has been installed. The new screen has been in automated operations for two month's with no issues.
2. PW has been working on Plant maintenance by drawing down (treating in Train 1) all liquid levels of Train 2/South side of the treatment plant for inspection and repairs as necessary. The Clarifier for Train 2 has been completely emptied hosed and vacuumed out for a clean working area. The clarifier drive motor tested out fine as well as the gear reduction box. There is wear and damage to the Drive Shear Pin and Paddle arms that distribute settled sludge to the bottom of the clarifier for removal through pumping and sent to digestors for final degradation and trucked to farm fields as fertilizer. PW should have the Clarifier back up and fully operational by the end of September dependent on parts shipping.
3. Just a quick review of the Wastewater Plant: It is designed to treat 500,000 gallons of Raw Sewage per day. Train 1 and Train 2 share that equally. Train 1 currently is treating 190,000-200,000 gallons per day while maintaining our minimal 85% reduction constituent removals (currently 93%-99% removal) that are set



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

by CDPHE in our Permit (excellent test for me as an operator and all equipment). Currently we are operating one Train at basically 80% capacity and operating very well. This is a test never completed before as our available capacity is 500,000 gallons. When the time comes that the wastewater Plant is treating at 80% (400,000 gallon) of the Total Capacity the Town must start to show Plant Expansion Plans to CDPHE. The current WTP upgrade Budget is currently in good shape for funding.

Reference of constituent removal: Please see attached Laboratory Sampling Analysis for actual numbers while completing maintenance of one train. Note all numbers/results are shown as milligrams per liter (mg/L) this equates from metric to Standard as parts per million (ppm). Plant is 100% Biological/Bacteria (Bugs) NO CHEMICALS

Bio-chemical Oxygen Demand (BOD) minimum 85% removal (current average 99% removal)

Total Suspended Solids (TSS) minimum 85% removal (current 93%-99% removal)

Nitrogen/Ammonia (NH₃) minimum 85% removal (current 99% removal)

E.Coli maximum 115 parts per million (ppm) (current <1 ppm) U.V. Light neuters bacterial for no reproduction and does not kill the bacterial which in turn means no chemicals and cost savings to the Town residents.

*Town Clean Up Day/ Paint Round-Up/Arbor Day

1. Tentatively Scheduled for May 18, 2024 and a day in the fall undetermined yet.

*Town Public Works Road Extension:

1. N/A

*Town Farmers Market:

Event Park Name is Running Creek Park (RCP)

*Town Parks and Right of Way (ROW):

1. Porta-Potty will remain at Bandt Park parking area for the Winter season.
2. Bandt Park restrooms are closed for the season due to cold temps moving in.

Upcoming Projects:

1. PW has begun for 2024 the following Annual Reporting:
2. Annual Biosolids has been completed for 2023 and sent to CDPHE.
3. Regulation 85 Nutrient Monitoring/Accepted by CDPHE
4. Water Augmentation and Recording
5. Water Lead and Copper sampling
6. Water Constituents Metals Sampling



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

7. Annual DMR (Daily Monitoring Report) Gold Creek Wastewater Plant
8. Tree City USA Application/ Accepted and approved by Tree City USA/Pending
9. Trail DOLA findings and Inspections/ Addition of Willow Cuttings Planted
10. PW continues to work on Highway User Tax Fund (HUTF) reporting and data processing.
11. PW is completing Lead and Copper testing per CDPHE guidelines for 2023/2024

Mail Kiosk:

1. Public Works will be installing Solar Street Lights at Mail Kiosk in various locations to aid in nighttime safety and mail collections by residents.
2. Public Works will enhance the recycled asphalt parking area at the Washington St Mail Kiosk

Mike DeVol
Town of Elizabeth
Public Works Director
GCWWTP Operations
303-913-6453
mdevol@townofelizabeth.org



TOWN OF ELIZABETH

STUDENT LIAISON



TO: Honorable Mayor and Board of Trustees
FROM: Shaye Lovato, Student Liaison
DATE: February 6, 2024
SUBJECT: Student Liaison Report

*It's EHS Wish Week - seven days of fun and giving back to raise money for the
Make-A-Wish Foundation!*

- The Wish Week Schedule is as listed below.
 - Friday, February 2nd: Opening Assembly during homeroom after the signing ceremony. Spirit Day: White Out
 - 6 pack basketball game @ home: C-Teams @ 3:30, JV Teams @ 4:30, Varsity Girls @ 5:30, Varsity Boys @ 7
 - Halftime games: C-Team Halftimes: Miracle Minute, JV Halftimes: Chuck a Duck- \$1 per duck, Varsity Halftimes: Half Court Shots- \$5 for 3 shots

 - Monday, February 5th: Spirit Day: Monsters Inc (College/University Attire)
 - Dinner Night: Fuzzys: 5pm-7pm
 - Selling brownies and ice cream as lunch fundraiser

 - Tuesday, February 6th: Spirit Day: Disney Tourist (Dress in all things Disney)
 - Lunch Fundraiser (Both Lunches): Karaoke
 - Dinner Night: Dairy Queen- 5-8pm

 - Wednesday, February 7th: Spirit Day: Incredibles Day (Superhero Attire-No Masks)
 - Lunch Fundraiser (Both Lunches): Pie a Teacher in the face - \$5 per pie

 - Thursday, February 8th: Spirit Day: Under the Sea (Hawaiian Attire)
 - Boys Basketball Games: C-Team @ 4, JV @ 5:30, Varsity @ 7
 - Halftime Games (repeat of last halftime games)
 - Dinner Night: Chick-fil-a- 4-8pm



TOWN OF ELIZABETH

STUDENT LIAISON



- Friday, February 9th: Spirit Day: Purple Out (Wear Purple!!). Closing Assembly during homeroom
 - Dinner Night: Panda Express- 10am-9:30pm
 - Hunter's Legacy Basketball Tournament

 - Saturday, February 10th
 - Wish Week Dance - Karina's Ball- Attire: Disney Characters/Homecoming attire
 - EHS Gym, 7:30-9:30pm
 - Tickets are \$10 at the door (Students)
- Legacy academy is also participating in some Wish Week activities and there is another fundraiser going on called the Heart Challenge. We are donating all of our Dress of Choice funds on February 2!
- Mean Girls High school musical tickets are on sale now! Adults are \$15, students and children are \$10



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
DECEMBER 11, 2023**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Monday, December 11, 2023, at 8:32 AM by President Tedd Lipka.

ROLL CALL

Present were President Tedd Lipka, and Board Members Jeff Struthers, Michael Hussey, Brandon Jeffress, and Carrie Wedel. Vice President Linda Bulmer and Member Kurt Prinslow were not present. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

No changes from Staff.

No changes from the Board.

Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

1. Minutes of the Regular Meeting of November 13, 2023

Motion by Mr. Hussey, seconded by Mr. Jeffress, to approve the minutes from November 13, 2023.

The vote of those Board Members present was unanimously in favor. Motion carried.



NEW BUSINESS

2. DOLA Main Street Virtual Annual Visit

Representatives from the DOLA Main Street Program visited with the Main Street Board Members to discuss goals and strategies for the upcoming year.

Member Michael Hussey left the meeting at 9:30 AM.

3. Discussion and possible action regarding Main Street Winter Banners

Motion by Ms. Wedel, seconded by Mr. Jeffress, to allocate \$2200 from the 2023 Main Street budget for new holiday banners for Main Street.

The vote of those Board Members present was unanimously in favor. Motion carried.

4. Discussion regarding Locable

Director Higgins presented information regarding Locable and the service it can provide. Direction was provided to staff from the Board.

STAFF REPORTS

- Director Higgins provided updates regarding:
 - Possible dates for a Strategic Meeting with DOLA.
 - Streetscape Grant updates.
 - Main Street Archway.
 - Joint Meetings with the Board of Trustees.
 - 2023 Holiday ornaments.
 - Main Street NOW conference.
 - Main Street Wi-Fi.
 - Historic Advisory Board District creation.
 - Tentative workshop dates with the Board of Trustees.
 - Reminder that Gillian with the Town of Hugo will be coming to speak to the Main Street Board in January.

BOARD REPORTS

No Board Reports.



TOWN OF ELIZABETH

ADJOURNMENT

Motion by Mr. Struthers, seconded by Ms. Wedel, to adjourn the meeting at 10:45 AM.

The vote of those Board Members present was unanimously in favor. Motion carried.

Vice President Linda Bulmer

Town Clerk Michelle Oeser

